



HOW TO APPLY FOR HELP

Neighbors helping neighbors since 1942

Application Dates for 2019

Apply in person at 361 Dabbs House Road

Monday, **October 7, 2019**, 9:30 a.m. – 3:00 p.m.

Monday, **October 14, 2019**, 9:30 a.m. – 3:00 p.m.

Monday, **October 21, 2019**, 2:00 p.m. – 6:00 p.m.

Monday, **October 28, 2019**, 9:30 a.m. – 3:00 p.m.

Applications will be accepted for:

- Families with school age or younger children (School age children must be enrolled in a Henrico County school or an equivalent GED program)
- Seniors 65 and over
- Adults with a documented disability

To apply:

- Applicants **must reside in Henrico County** and **meet Henrico Christmas Mother income guidelines.**
- Applicants requesting assistance from Henrico Christmas Mother **may not apply for assistance from other organizations.**
- **You must apply in person** at our warehouse at 361 Dabbs House Road
- You must have all of the **documentation listed in the "Required Documentation" section** with you before you will be allowed to fill out an application.
- A Henrico Christmas Mother Representative will review your application with you and verify your documentation.

Required Documentation:

- **Current SNAP/TANF Statement**
- **PROOF OF HENRICO COUNTY RESIDENCY**
Examples: SNAP letter, Utility Bill or Current Lease with your name on it
- **BIRTH CERTIFICATES** for each child on your application
- **SOCIAL SECURITY CARDS** for all household members
- **PROOF OF INCOME** (bring all that apply):
Current SNAP/TANF statement
Copy of recent pay stub
Copy of child support award
Copy of current Social Security benefit letter (for retirees not on disability)
- **PROOF OF DISABILITY** for each disabled adult on the application. Letter must show the name of the disabled person and amount of disability payments.
- **PROOF OF CUSTODY** for children other than your own; such as Court orders or custody papers.

Contact us:
(804) 236-9741

www.henricochristmasmother.org

A brief note on our history and tradition:

Henrico Christmas Mother is a nonprofit organization providing holiday assistance to qualified Henrico County families with children, seniors, and disabled adults. In honoring our long-standing tradition of neighbors helping neighbors, we welcome people of all customs and beliefs who may be in need of assistance during the holiday season.